

First Incident

- No promise of confidentiality can be provided; member of staff logs on CPOMS as a Notice of Concern
- Assistant Head of Year alerted and assigned incident via CPOMS
- Assistant Head of Year to see students involved, RP and log Friendship issue action on CPOMS.
- Assistant Head of Year to contact all parents to give information and outcome.
- Assistant Head of Year to email tutors, subject teachers and HOY as appropriate.
- Assistant Head of Year to review after 1 week. and close on CPOMS if no further issues

Second Incident

- No promise of confidentiality can be provided; member of staff logs on CPOMS as Notice of Concern.
- Assistant Head of Year alerted and assigned incident via CPOMS
- Assistant Head of Year to see all students involved, RP and log as bullying on CPOMS.
- Assistant Head of Year to contact parents to give information and outcome.
- Assistant Head of Year to refer to Head of Year.
- Assistant Head of Year to email tutors & subject teachers as appropriate.
- Assistant Head of Year /Head of Year to review after 2 weeks. If resolved case to be closed

Third Incident

- No promise of confidentiality can be provided; member of staff logs on CPOMS as Notice of Concern.
- Assistant Head of Year alerted and assigned incident via CPOMS
- Assistant Head of Year to see all students involved and log as bullying on CPOMS.
- Assistant Head of Year to refer to Head of Year.
- Assistant Head of Year to inform SLT Year Link
- Head of Year to refer to academy Behaviour for Learning Policy for appropriate sanction.
- Head of Year to contact parents to give information and outcome.
- Safeguarding Team to involve external agencies as appropriate.
- Head of Year/Safeguarding team to arrange meeting with parents.
- Head of Year/safeguarding team to review weekly for 2 weeks.
- Monitor for 1 month and if no further issues close case

Fourth Incident

- No promise of confidentiality can be provided; member of staff logs on CPOMS as Notice of Concern.
- Head of Year alerted via CPOMS
- Head of Year/SLT Link to see all students involved and log as bullying on CPOMS.
- Head of Year/SLT Link to refer to Vice Principal (Student Entitlement)
- Vice Principal to refer to academy Behaviour for Learning Policy re appropriate sanctions.
- Vice Principal to contact parents to give information and outcome.
- Vice Principal (Student Entitlement) to issue Internal exclusion or FTE.
- Vice Principal to arrange meeting with all parents.
- Vice Principal/Safeguarding team to continue to access interventions including from external agencies.